

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 13 OF 21/22

**PROVISION OF SHORT-TERM INSURANCE BROKING SERVICES FOR SAFE CITY
MSUNDUZI**

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders from suitably experienced insurance brokers who can provide a reasonable but competitive risk cover in the form of a concise, readable explanation of various insurance covers for a period of thirty-six (36) months.

Tender documents will be made available to tenderers from 14h00 on **Monday, 23 August 2021**. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on www.etenders.gov.za

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R568.10 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted.

For any technical related enquiries, please contact Mpume Zwane (Safe City) on direct Telephone No. 033 – 394 0101 or e-mail address mpume.zwane@safecity.co.za.

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “Contract No. SCM 13 of 21/22” and the Contract Description must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than 12h00 on Tuesday, 28 September 2021, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1	Experience in the Industry. <i>(This must be supported with evidence of experience)</i>	30 Points

2	Track Record of Clientele. (<i>This must be supported by references and evidence of experience</i>)	30 Points
Total Functionality Points		60 Points
Threshold to Qualify for Stage Two		40 Points

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

M.P KHATHIDE: CITY MANAGER